



STANDARD OPERATING PROCEDURES FOR THE DAILY ROUTINE FOR LEARNERS

MORNING:

Learner's arrival and screening in the morning

- Temperature taken and questionnaire completed (not higher than 37.5).
- Parent to let child out of the car.
- Feet sanitised on mat – no shoes are permitted unless for medical reasons
- Hands sanitised by a staff member
- A staff member to take learner to classroom area.

Learners entering classroom routine

- Learner places Ziplock bag and disposable snack bag in designated locker/area.
- Learner washes hands with soap and water in the bathroom or at the washing station.
- Learner sits in their own designated square and is given a handful of plastic toys while they wait for the school day to begin.
- Register taken once all learners are present.

Bathroom routine

- Learners go to the bathroom 2 at a time (Red Group Bathroom), 5 at a time (Orange Group Bathroom), 1 at a time (Blue Group Bathroom) to maintain social distancing.
- The teacher or teacher's assistant will monitor the learners during these times and ensure correct the hand-washing procedure, with soap and water, after using the toilet.

- The bathrooms will be cleaned after each use.



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SNACKTIME: (classes to snack separately to allow for greater social distancing)

- No lunch boxes are permitted. Snack must be brought in a CLEARLY-MARKED disposable bag that will be thrown away after Snack Time.
- Learners will have their own CLEARLY-MARKED water cup that will be used for water routines throughout the day and then washed in a hot cycle in the dishwasher at the end of each day.
- Wash hands before eating snack.
- Sit down at own designated snacking spot (areas are demarcated).
- Remove mask following the correct protocol.
- Once learners are finished eating, throw away disposable packet and learners are to put masks back on.
- Wash hands again.

PLAYTIME (two classes to play at a time in two separate areas)

Playtimes are as follows:

- Yellow and Purple Group from 9:15am to 9:45am
- Blue and Green Group from 10:00am to 10:30am
- Red and Orange Group from 11:00am to 11:30am
- Sanitise hands before entering the playground.

- Divide Top Garden and Bottom Garden into 4 areas. Each Snack Group will be accommodated in an area. These groups will be swapped over half-way through play. The learners will be allowed to access the climbing equipment, tricycles, water trays and Bottom Garden equipment. – (All equipment will be sanitised after each class's Free-Play time, and the tricycles will be cleaned in between each rider.)
- Line up after play following social distancing protocol.
- Wash/sanitise hands before entering the classroom.

HOME TIME:

- Sanitise hands as they line up.
- Remain socially distanced while waiting to be collected.
- Follow the exit procedure.

GENERAL:

- Wash hands as often as possible (after every lesson).
- Ensure that social distancing rules are followed at all times.
- A face mask is to be worn at all times.